



# ACH ORIGINATION AUTHORIZATION AGREEMENT

## (Incoming and Outgoing)

This ACH Origination Authorization Agreement covers the rights and responsibilities concerning any account for which automatic funds transfer (ACH) services have been established and the rights and responsibilities of Patelco Credit Union (Patelco) in reference to performing electronic funds transfer services. In this ACH Origination Authorization Agreement, the words “you” and “your” mean the account owner who signs any ACH Origination Authorization Agreement which applies to your account, and the words “we,” “us” and “our” mean Patelco.

This form can be used to set up, change, or cancel recurring preauthorized fund transfers from other financial institution accounts to Patelco Credit Union (“Patelco”) accounts or loans, or from Patelco accounts to accounts you have with third parties. In order to submit this form in paper form, mail to: Patelco Credit Union, Attn Payment Operations, 3 Park Pl, Dublin, CA 94568

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|--|---|
| <input type="checkbox"/> New authorization | <input type="checkbox"/> Cancellation of existing authorization |
| <input type="checkbox"/> Change of         | <input type="checkbox"/> Financial Institution Information      |
| <input type="checkbox"/> Transfer Amount   | <input type="checkbox"/> Transfer Date                          |

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### Check only one choice in this section

**ACH Origination—Incoming**

By signing below, I request and authorize Patelco to initiate withdrawal (debit) entries from my account at the Depository Institution indicated below to automatically transfer funds to my Patelco account indicated below. Under this authorization, Patelco can adjust the amount of each entry as needed to correct errors or make loan payment amounts that can adjust from month to month. I further authorize the named Depository Institution to process Patelco-initiated withdrawal entries from my account consistent with this authorization.

**ACH Origination—Outgoing**

By signing below, I request and authorize Patelco to initiate withdrawal (debit) entries from my Patelco account indicated below to automatically transfer funds to the account at the Depository Institution indicated below, provided there are sufficient collected funds in my Patelco account to pay the authorized withdrawal entry amount.

### Processing Time-Frames

Transfer(s) will be processed on the date requested, unless the date falls on a weekend or holiday, in which case the transfer(s) will be processed on the business day prior to the weekend or holiday. We will initiate the funds transfer in accordance with the request; however, we cannot guarantee the date on which the receiving financial institution will make the funds available and/or will process the debit entry. Transfers to an account typically will be available in the receiving account within 2-3 business days. Requests should be provided in such a time and in such a manner as to allow us ten (10) business days prior to date of first transfer for the purpose of sending pre-notifications and/or test entries to the receiver account for account verification.

### Approval Process

Transfer request(s) are subject to verification and approval. In the event that we are unable to approve the transfer request (incomplete information, lack of your response to test transactions, lack of your response to request for

additional information, etc.), we will notify you that the request cannot be honored at this time and explain the reason(s). We may, in our discretion, perform test transactions prior to approving transfer requests. When necessary, we will transfer small amounts to and from the receiving account as test entries. Approval of the transfer request will be dependent upon your timely response to the test transactions. Should this additional security measure be required, we will notify you in writing, requesting a response within a set period of time. Your failure to respond to the letter may result in the termination of your transfer request. Should Patelco deem it unnecessary to process a test transaction, a pre-notification will be sent. The pre-notification requires acceptance and/or response from the receiver bank.

**FINANCIAL INSTITUTION INFORMATION**

Institution Name	Telephone Number
9-Digit Routing Number	Account Number
Account Type <input type="checkbox"/> Savings <input type="checkbox"/> Checking	Account Number

**TRANSFER INFORMATION**

Frequency: Monthly	Date of first transfer: (date must be at least 10 business days after the date this form is provided to Patelco)		
Amount per transfer: \$	Month	Day	Year

**PATELCO ACCOUNT INFORMATION**

Member Name	Member Number	Account/Loan Suffix
Telephone Number		

NOTE: This form cannot be used to establish automatic payments from other Depository Institutions to Patelco loans where monthly payments may vary, such as credit cards and home equity credit lines.

By signing this Authorization or submitting it to Patelco Credit Union electronically, I confirm my receipt of a copy of it and understanding of the following:

- (1) Transfers initiated under this authorization will be subject to the Patelco Member Handbook, applicable California and federal law, and the rules of the National Automated Clearinghouse Association (“NACHA”);
- (2) I can cancel this authorization at any time by notifying Patelco in writing at least three business days before the next transfer is scheduled to occur;
- (3) I am responsible for not initiating any transfers that would violate state or federal law; and
- (4) Patelco can cancel this authorization if I fail to have available funds to cover my authorized transfers or otherwise breach the terms of this authorization, or fail to comply with state and federal law or NACHA rules.
- (5) The terms of this authorization are also subject to Patelco Credit Union’s Member Handbook, which I have already received.

Member Signature	Date
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**FOR PATELCO USE ONLY**

Branch Number	Employee Initials	
Process Date	Verified by	Date